

Appendix 4 – Phase I Municipal Stormwater General Permit

Annual Report Form for Secondary Permittees

The purpose of the annual report is to determine compliance with this permit. Additional goals of the Annual Report are to 1) Document implementation of the Stormwater Management Program; 2) Evaluate program results for continuous improvement; 3) Determine audit candidates from the poll of permittees; and 4) Share information with other permittees, municipal decision makers, and the public.

Instructions

Form 4-1. Annual Report Form summarizes and tracks compliance requirements for the five-year term of the Permit.

Fill in the reporting period. The first annual report will cover the period from the effective date through the end of calendar year 2007. Each subsequent report will cover the calendar year.

Columns 1, 2 and 3:

Condition #

Program Component Requirement

These columns summarize information directly from the permit. Refer to the required condition in the Permit and Fact Sheet for additional clarification of the requirement.

Columns 4 and 5:

Deadline for completion (years)

Compliance Reporting Date

These columns list the deadline as stated in the permit. The deadlines are measured from the date of permit coverage for the individual secondary permittee.

The compliance reporting date listed in column 5 assumes the date of coverage is the effective date of the permit. The first annual report after the deadline is when completion should be reported. If a secondary permittee is covered under the permit sometime after the effective date of the permit, then the compliance reporting date may be different than the date listed in this column.

Column 6:

On-going reporting required?

If **yes**, then on-going status reports on implementation of this item are required every year, until the permit is reissued.

If **no**, then status reports on implementation are required until the completion deadline, and no further reports on that item are required after the deadline.

Column 7:

Status

Indicates the status of each permit condition. Check the appropriate answer for every permit condition. **Do not leave any sections blank.**

“C” – Complete

“NC” – Not complete as of the deadline in the permit

“NA” – Specific condition does not apply to you as a permittee, for example a few conditions list different deadlines for cities and counties.

OR – completion/implementation is not yet required, for example an item with a deadline 4 years after the effective date should be marked NA in the first annual report. (A report on status of implementation is required, however.)

“I” – The permit requirement is being implemented.

“NI” – Not being implemented as of the deadline in the permit

Column 8:

Status Report Attached

In this column indicate whether or not you have attached any required submittal information. The purpose of this column is to maintain a data base recording all annual report submittals to Ecology.

A status report summarizing the status of implementation of each permit condition is required up until the completion deadline. After the completion deadline, only conditions that require on-going report must have a status report.

Column 9:

Submittal Summary

Status report content

- Indicate the specific condition or conditions that are the subject of the report.
- For actions in progress towards completion, report on activities performed during the reporting period.
- For actions completed, provide the names of maps, documents, ordinances, administrative offices, training courses, or other activities or products that form the basis for compliance. Briefly explain how the action/process/product meets the permit requirement. Provide contact information for responsible staff, and information on how to acquire available documents, such as webpage addresses.
- If permit deadlines are not met, report the reasons why the requirement was not met and how the requirement will be met in the future, including projected implementation dates.

Form 4-2 – Expenditure Report Form tracks program expenditures for Phase I permittees.

Cost data are needed to make determinations of practicability, compare effectiveness of programs and gauge budget and assistance needs.

General instructions for cost reporting:

- The cost for labor of stormwater staff and benefits should be tracked for each program component or allocated to each component on a reasonable basis. (A program component (or component) is a section of the SWMP as listed in the permit and Form 3-2.)
- Direct costs (e.g. phone, field and office supplies, etc.) and depreciation costs (e.g. vehicles and equipment) should also be included for each component.
- Overhead allocation for the entire stormwater program should be distributed to each cost category. Overhead allocation is often estimated as a straight percentage of labor cost and includes building fees, payroll, human resources, legal, administration, and other costs that provide ancillary support for stormwater activities.
- Include applicable costs from all departments that are responsible for actions required under the permit.
- If you are relying on another entity to meet certain permit requirements, include the costs from that entity as well.
- Do not include stormwater conveyance costs, only include permit compliance costs.
- Do not double count costs. If some compliance actions are combined so that it is not possible to split out one from another, only count the costs once and provide an explanation. For example, if training for O&M is combined with training for IDDE, count the cost once under either IDDE or O&M and provide an explanation.
- Provide information about assumptions and data limitations as necessary.

Instructions for cost reporting for specific program components:

Important – Only report costs for specific program components applicable to your program as required in Special Condition S6. D. Ports, S6.E. King County, or S6.F. Other Secondary Permittees.

Mapping and Documentation

The cost of developing required maps, both field surveys and producing maps should be reported.

Controlling Runoff from New Development and Redevelopment

Cost of stormwater inspections at construction sites, the number of inspections performed, and the number of active construction sites should be tracked. Only inspections should be tracked when stormwater issues are being addressed by a part of the inspection. It is suspected that some building inspectors still count inspections toward stormwater for latter phases of projects, such as interior building work, that has little impact on stormwater. This should be avoided.

Cost of training provided to inspectors and contractors should be tracked, including the cost for the participating inspectors to attend the training. The number of person-hours trained should be tracked for stormwater staff inspectors because the city must pay for each city staff member attending training. For contractor training, the number of training hours provided (regardless of group size) should be reported because the cities do not pay for the contractors to attend as they do for city staff.

Structural Control Program

The cost of planning, design and construction of structural controls should be reported.

Source Control

For the source control program, the cost of inspections should be tracked as well as the number of industrial and commercial facilities. Also, the cost of training provided to inspectors should be tracked, including the cost for the participating inspectors to attend the training. The number of person-hours trained should be tracked for stormwater staff inspectors.

Illicit Discharge Detection and Elimination

For the IDDE program, the cost of inspections for illicit connections and discharges to the stormwater drainage system and the number of inspections should be tracked. Like construction, it is difficult to account for stormwater costs because many activities performed by inspectors serve other purposes, such as inspection of the sanitary sewer system. The cost of responding to illicit discharges, both illicit connections and spills, should be included.

Cost of training provided to inspectors should be tracked, including the cost for the participating inspectors to attend the training. The number of person-hours trained should be tracked for stormwater staff inspectors in order to effectively allocate overhead cost.

Operation and Maintenance/Pollution Prevention

For this program, the cost for inspecting and cleaning stormwater treatment and flow control BMPs owned or operated by the permittee along with their associated activity statistics (e.g. lbs. of debris removed) should be tracked. Also, the cost for drain line and channel cleaning, pump station cleaning, and similar activities should be tracked.

The cost of inspections of stormwater treatment and flow control BMPs regulated by the permittee and the number of inspections should be tracked.

This program also includes permittees costs for source control activities relating to pet waste collection, automobile maintenance, vehicle washing, illegal dumping control, landscaping and lawn care, pest control, parking lot and street cleaning, roadway and bridge maintenance, storm drain system cleaning, and alternative discharge options for chlorinated water.

Costs for materials management would include alternative products, hazardous materials storage, road salt application and storage, used oil recycling, and materials management.

Education and Outreach

The cost of developing and disseminating public education and outreach materials should be tracked, including staff time, contracts, printing, television, radio or other advertising costs.

Overall Stormwater Program Management

The costs in this category are for stormwater staff costs that could not be allocated to the other cost categories. It includes costs associated with development and oversight of the entire stormwater program. Also, costs for management plans, NPDES fees, reporting, mail, legal support, travel, conferences, printing, producing manuals and handbooks, and other non-labor costs are included that could not be allocated. Normalization for this category is not practical because of the wide variety of activities, and because very few of these activities can be numerically quantified.

Upon completion, submit two hard copies, with signed cover pages and an electronic copy, in PDF format if available, to Ecology. Attachments should be included where necessary to provide sufficient information on program implementation.

Please refer to General Condition G19, "Certification and Signature" for information on acceptable signatory authority and General Condition G20 to report non-compliance.

Cover Page for Municipal Stormwater Permit Annual Report

Send to:

Municipal Unit, Western WA Stormwater Permit
Water Quality Program
Washington State Department of Ecology
PO Box 47600
Olympia, WA 98504-7600

Permittee Name: _____
Western WA Phase II Municipal Stormwater Permit Coverage # _____
Reporting Period: _____

Permittee contact person: _____
Title: _____
Address: _____

Phone: _____
E-mail: _____

Permittee responsible official: _____
Title: _____
Address: _____

Phone: _____
E-mail: _____

Are you relying on another governmental entity to satisfy some of your permit obligations? (As defined at 40 CFR 122.34(g)(3)(v)). If so, please provide the name and address of the agency, and attach a statement in accordance with S3.B:

"I certify under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for willful violations."

Signature of Responsible Official

Appendix 4, Form 4-1: Annual Report Form for Secondary Permittees and Co-Permittees

Reporting Period: _____								
Condition #	Program Component	Requirement	Deadline for completion (years after date of coverage)	Compliance Reporting Date*	On-going reporting required?	Status	Status Report Attached	Submittal Summary
S6. & S9	Stormwater Management Program (SWMP)	Annual written update of SWMP implementation	1	3/31/2008	yes	C _____ NC _____	yes _____ no _____	Written documentation of SWMP as described in S9
S.6.	Stormwater Management Program (SWMP)	Fully develop and implement SWMP	180 days before expiration date	Report to accompany reapplication	yes	C _____ NC _____ NA _____	yes _____ no _____	Written documentation of SWMP as described in S9
S6.B.	Coordination	Coordination Mechanisms	0	3/31/2008	yes	C _____ NC _____	yes _____ no _____	Summarize coordination mechanisms
S.6.C	Legal Authority	Legal authority	0	3/31/2008	no	C _____ NC _____	yes _____ no _____	Summarize legal authorities
S.6.D. - This section is for Port of Seattle and Port of Tacoma only								
S.6.D1.a.	Mapping and documentation	Map of outfalls and land use	2	3/31/2009	no	C _____ NC _____ NA _____	yes _____ no _____	Report on status, submit map only if requested
S.6.D1.b.	Mapping and documentation	Map of conveyances/drainage area	2	3/31/2009	no	C _____ NC _____ NA _____	yes _____ no _____	Report on status, submit map only if requested
S.6.D1.d.	Mapping and documentation	Program to maintain O&M records	2	3/31/2009	yes	C _____ NC _____ NA _____	yes _____ no _____	Report on status, submit map only if requested
S.6.D1.e.	Mapping and documentation	If requested provide maps to Permittee		3/31/2008	as needed	I _____ NI _____ NA _____	yes _____ no _____	Report on status, submit map only if requested
S.6.D2.a.	Source control	SWPPPs for applicable properties	2	3/31/2009	yes	C _____ NC _____ NA _____	yes _____ no _____	Report on status of SWPPPs
S.6.D2.b.	Source control	SWPPP include facility assessment	2	3/31/2009	no	I _____ NI _____ NA _____	yes _____ no _____	Report on status of SWPPPs
S.6.D2.c.	Source control	SWPPP include BMPs and implementation schedule	2	3/31/2009	no	I _____ NI _____ NA _____	yes _____ no _____	Report on status of SWPPPs

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Condition #	Program Component	Requirement	Deadline for completion (years after date of coverage)	Compliance Reporting Date*	On-going reporting required?	Status	Status Report Attached	Submittal Summary
S.6.D2.d.	Source control	Inspect 15% of sites with SWPPPS annually	3	3/31/2010	yes	C _____ NC _____ NA _____	yes _____ no _____	Summary report on inspections
S.6.D2.d.	Source control	Inspect 80% of sites with SWPPPS	180 days before expiration date	Report to accompany reapplication	no	C _____ NC _____ NA _____	yes _____ no _____	Summary report on inspections
S.6.D2.e.	Source control	SWPPPS include pesticide policies	2	3/31/2009	yes	I _____ NI _____ NA _____	yes _____ no _____	Report on status of SWPPPS
S.6.D2.f.	Source control	SWPPPS include illicit discharge elimination	2	3/31/2009	yes	I _____ NI _____ NA _____	yes _____ no _____	Report on status of SWPPPS
S.6.D2.g.	Source control	SWPPPS include inspection and maintenance of stormwater facilities	2	3/31/2009	yes	I _____ NI _____ NA _____	yes _____ no _____	Report on status of SWPPPS
S.6.D3.a.	Operation and Maintenance	Operation and maintenance manual	2	3/31/2009	no	C _____ NC _____ NA _____	yes _____ no _____	Summary report on O&M Manual
S.6.D3.b.	Operation and Maintenance	Annual inspections for O&M	2	3/31/2009	yes	C _____ NC _____ NA _____	yes _____ no _____	Summary report on inspections
S.6.D3.c.	Operation and Maintenance	Training for Port maintenance staff	2	3/31/2009	yes	C _____ NC _____ NA _____	yes _____ no _____	Identify staff, name of training provided and dates
S.6.D3.d.	Operation and Maintenance	Maintain O&M records	2	3/31/2009	yes	C _____ NC _____ NA _____	yes _____ no _____	Summary report on O&M recordkeeping
S.6.D4.a.	Education	Provide educational materials	1.5	3/31/2009	Yes	C _____ NC _____ NA _____	yes _____ no _____	Summary of education activities
S.6.D6.a.	Construction site stormwater runoff control	Comply with local ordinances	0	3/31/2008	Yes	I _____ NI _____	yes _____ no _____	Status report of compliance with relevant ordinances

Appendix 4, Form 4-1: Annual Report Form for Secondary Permittees and Co-Permittees

Reporting Period: _____								
Condition #	Program Component	Requirement	Deadline for completion (years after date of coverage)	Compliance Reporting Date*	On-going reporting required?	Status	Status Report Attached	Submittal Summary
S.6.D6.b.	Construction site stormwater runoff control	Construction Stormwater NPDES permit, if applicable	0	3/31/2008	Yes	I _____ NI _____	yes _____ no _____	Summary of permits obtained
S.6.D6.c	Construction site stormwater runoff control	Provide training		3/31/2008	yes	I _____ NI _____	yes _____ no _____	Identify staff, name of training provided and dates
S.6.D.7.a	Post construction stormwater management	Comply with local ordinances	0	3/31/2008	yes	I _____ NI _____	yes _____ no _____	Status report of compliance with relevant ordinances
S.6.D.7.b	Post construction stormwater management	Provide controls in Appendix 1	0	3/31/2008	yes	I _____ NI _____	yes _____ no _____	Status report of compliance with Minimum Technical Requirements
S6.E. This section is for King County as a Co-Permittee only								
S.6.E.1	King County - Co-permittee with Seattle	Controls for areas of existing development		3/31/2008	Yes	I _____ NI _____	yes _____ no _____	Status report on implementation
S.6.E.2	King County - Co-permittee with Seattle	Source control program		3/31/2008	Yes	I _____ NI _____	yes _____ no _____	Status report on implementation
S.6.E.3	King County - Co-permittee with Seattle	Illicit discharge elimination		3/31/2009	yes	I _____ NI _____	yes _____ no _____	Status report on implementation
S.6.E.4	King County - Co-permittee with Seattle	O&M program		3/31/2008	yes	I _____ NI _____	yes _____ no _____	Status report on implementation
S.6.E.5	King County - Co-permittee with Seattle	Education program		3/31/2008	yes	I _____ NI _____	yes _____ no _____	Status report on implementation
S6.F. - This Section is for all other Secondary Permittees								
S.6.F.1.a.	Public Education and Outreach	Label 50% of inlets	3	3/31/2010	yes	C _____ NC _____ NA _____	yes _____ no _____	Summary of storm drain labeling activities

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Reporting Period: _____								
Condition #	Program Component	Requirement	Deadline for completion (years after date of coverage)	Compliance Reporting Date*	On-going reporting required?	Status	Status Report Attached	Submittal Summary
S.6.F.1.a.	Public Education and Outreach	Label all inlets	180 days before expiration date	Report to accompany reapplication	no	C _____ NC _____ NA _____	yes _____ no _____	Summary of storm drain labeling activities
S.6.F.1.b.	Public Education and Outreach	Ports, colleges and universities distribute information	3	3/31/2010	yes	C _____ NC _____ NA _____	yes _____ no _____	Summary of public education activities
S.6.F.1.b.	Public Education and Outreach	Distribute educational information on i. - viii. as relevant	180 days before expiration date	Report to accompany reapplication	yes	C _____ NC _____ NA _____	yes _____ no _____	Summary of public education activities
S.6.F.2.a.	Public Involvement and Participation	Public Notice of SWMP	180 days before expiration date	Report to accompany reapplication	no	C _____ NC _____ NA _____	yes _____ no _____	Summary of notice content, dates published and the name of the publication
S.6.F.2.b.	Public Involvement and Participation	SWMP available to the public	180 days before expiration date	Report to accompany reapplication	no	C _____ NC _____ NA _____	yes _____ no _____	Confirm Annual Report and SWMP posted on website
S.6.F.3.a	IDD&E	Comply with all relevant ordinances, rules and regs of local jurisdiction	0	3/31/2008	yes	C _____ NC _____	yes _____ no _____	Status report of compliance with relevant ordinances
S.6.F.3.b	IDD&E	Develop and adopt policies prohibiting illegal discharges and dumping	1	3/31/2008	yes	C _____ NC _____	yes _____ no _____	Status report of policy development and adoption
S.6.F.3.b	IDD&E	Identify enforcement mechanisms to ensure compliance with illicit discharge policies	1	3/31/2008	yes	C _____ NC _____	yes _____ no _____	Status report of development and adoption of enforcement mechanisms
S.6.F.3.b	IDD&E	Develop and implement an enforcement plan	1.5	3/31/2009	yes	I _____ NI _____ NA _____	yes _____ no _____	Summary of compliance activities, including inspections and enforcement actions

Appendix 4, Form 4-1: Annual Report Form for Secondary Permittees and Co-Permittees

Reporting Period: _____								
Condition #	Program Component	Requirement	Deadline for completion (years after date of coverage)	Compliance Reporting Date*	On-going reporting required?	Status	Status Report Attached	Submittal Summary
S.6.F.3.c.	IDD&E	Map of MS4	180 days before expiration date	Report to accompany reapplication	no	C _____ NC _____ NA _____	yes _____ no _____	Report on status, submit map only if requested
S.6.F.3.d	IDD&E	Conduct annual field inspections on 1/3 of outfalls and visually inspect for illicit discharges	2	3/31/2009	no	C _____ NC _____ NA _____	yes _____ no _____	Summary report on inspections
S.6.F.3.e.	IDD&E	Develop and implement a spill response plan	180 days before expiration date	Report to accompany reapplication	yes	C _____ NC _____	yes _____ no _____	Summary report on plan and responses
S.6.F.3.f.	IDD&E	Ensure responsible staff are trained	180 days before expiration date	Report to accompany reapplication	yes	C _____ NC _____	yes _____ no _____	Identify staff, name of training provided and dates
S.6.F.4.a.	Construction site stormwater runoff control	Comply with all relevant ordinances, rules and regs of local jurisdiction	0	3/31/2008	yes	C _____ NC _____	yes _____ no _____	Status report of compliance with relevant ordinances
S.6.F.4.b	Construction site stormwater runoff control	Obtain necessary permits for construction or industrial activities	0	3/31/2008	yes	C _____ NC _____	yes _____ no _____	Summary of permits obtained
S.6.F.4.c	Construction site stormwater runoff control	Coordinate with local jurisdictions on projects which discharge to permittee's MS4	0	3/31/2008	yes	C _____ NC _____	yes _____ no _____	Status report of coordination efforts
S.6.F.4.d	Construction site stormwater runoff control	Provide staff training in erosion and sediment control BMPs or hire trained contractors	0	3/31/2008	yes	C _____ NC _____	yes _____ no _____	Identify staff, name of training provided and dates
S.6.F.4.e	Construction site stormwater runoff control	Coordinate as requested to provide access for inspections	0	3/31/2008	yes	C _____ NC _____	yes _____ no _____	Summary of inspections
S.6.F.5.a	Post-Construction Stormwater Management	Comply with all relevant ordinances, rules and regs of local jurisdiction	0	3/31/2008	yes	C _____ NC _____	yes _____ no _____	Status report of compliance with relevant ordinances

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Reporting Period: _____								
Condition #	Program Component	Requirement	Deadline for completion (years after date of coverage)	Compliance Reporting Date*	On-going reporting required?	Status	Status Report Attached	Submittal Summary
S.6.F.5.b	Post-Construction Stormwater Management	Coordinate with local jurisdictions on projects which discharge to permittee's MS4	0	3/31/2008	yes	C _____ NC _____	yes _____ no _____	Status report of coordination efforts
S.6.F.5.c	Post-Construction Stormwater Management	Comply with Minimum Technical Requirements in Appendix 1	1	3/31/2008	yes	C _____ NC _____	yes _____ no _____	Status report of compliance with Minimum Technical Requirements
S.6.F.6a	Pollution Prevention	Develop and implement an O&M program that includes record keeping	3	3/31/2008	yes	I _____ NI _____ NA _____	yes _____ no _____	Report summary of source control, inspection and maintenance activities, responses to spills and other incidents for all facilities
S.6.F.6b	Pollution Prevention	Obtain industrial stormwater permit coverage as needed	0	3/31/2008	yes	I _____ NI _____ NA _____	yes _____ no _____	Summary of permits obtained
S.6.F.	Pollution Prevention	Provide training for staff working on stormwater operations	0	3/31/2008	yes	C _____ NC _____	yes _____ no _____	Identify staff, name of training provided and dates
S.7.	TMDLs	Implementation of TMDLs in Appendix 2	varies	varies	yes	I _____ NI _____	yes _____ no _____	Summary of TMDL implementation, only if applicable
S.9.	Reporting requirements	Annexations or incorporations					yes _____ no _____	Submit notification in accordance with permit requirements
S.9.	Reporting requirements	Known water quality improvements or degradation					yes _____ no _____	Submit report on known water quality improvements or degradation

Appendix 4 – Phase I Municipal Stormwater General Permit

Form 4-2 – Expenditure Report Form

Reporting Period: _____

Program Component	Provide direct and indirect cost assumptions, or describe data limitations	Expenditures in previous reporting period
Mapping and Documentation		
Construction Site Stormwater Runoff Control		
Post Construction Stormwater Management for New Development and Redevelopment		
Structural Controls for areas of existing development		
Source Control Program		
Illicit Discharge Detection and Elimination		
Operation and Maintenance program		
Public Education and Outreach		
Overall Stormwater Program Management		
Total		